







## Essential EEP Quality Assurance Documents

Document Name	Description	Frequency/ Time	Responsible	Helping Tools
<b>Course Specification</b>	A document including detailed information of the course (Code, Title, Credit Hours, ...), learning outcomes, teaching strategies, assessment methods, Topics, textbook, etc. Must be shared with student via NBU Blackboard LMS system from the first teaching week.	Revised periodically and as needed.	Course Coordinator/ Systems and Study plans Committee /EED – CoE - NBU Councils ( <b>Error! Reference source not found.</b> )	NCAAA Course Specification Template (last version) available on the internal Quality website
<b>Course Report</b>	A comprehensive evaluation of implementation of a course specification, summarizing student performance, feedback, and areas for improvement.	Prepared at the end of each course.	Course Coordinators with instructors	NCAAA Course Report Template available on the internal Quality website
<b>Peer Review Report</b>	A report evaluating the quality of a faculty member's teaching, based on peer assessment of course portfolio. It provides valuable insights into the quality of course instruction and assessment practices. Key metrics evaluated in the reports include course completeness, accuracy, and overall consistency with course specifications. The report is submitted via official email to the course instructor.	Conducted at the end of each term.	Peer Reviewers (Faculty Members) & QAAC (Management)	Peer Review Dashboard ( <b>Error! Reference source not found.</b> ) accessible from internal Quality website.
<b>Program Specification</b>	A comprehensive document outlining the program's Mission, objectives, learning outcomes, curriculum structure, study plan presenting all courses information distributed over levels and years, alignment between Courses and PLOs, Teaching and learning strategies, Assessment Methods, ..., Program Quality Assurance, KPIs, etc.	Updated Periodically or as needed.	Systems and Study plans Committee /EED – CoE - NBU Councils ( <b>Error! Reference source not found.</b> )	NCAAA Program Specification Template
<b>Survey Reports</b>	Reports summarizing the findings of various surveys, such as Program Survey, Course survey, Student Experience survey, and employer surveys.	Conducted periodically (End Term/ annually).	Deanship of development and Quality/QAAC	Surveys are available to students before the announcement of term results. MS Excel Analysis File is prepared.
<b>PLOs Assessment Plan</b>	It is a comprehensive document that outlines the strategies, methods, and procedures for assessing program learning outcomes (PLOs) in EE program during one academic year. It serves as a roadmap for ensuring that the program is effectively achieving its objectives.	Prepared during the First week in the Academic year/ updated during the year as needed.	QAAC	PLOs Assessment Plan of past year.
<b>PLOs Analysis Report</b>	A report analyzing the results of PLOs assessments and identifying areas for improvement.	Conducted annually (Prepared during the first week of the next year).	QAAC	PLOs Automation (Indirect/Direct) Assessment File.

<b>EEP KPIs Analysis Report</b>	A report analyzing the performance of key performance indicators (KPIs) related to the EE program.	Conducted annually. (Prepared during the first week of the next year).	QAAC	EEP KPIs Measurement and Follow-up Dashboard ( <b>Error! Reference source not found.</b> ).
<b>EEP Objectives and Mission Analysis Report</b>	A report evaluating the KPIs defined for each program objective and then evaluate Program Objectives and mission. The report also analyzes the results of POs and Mission and identify Strength and areas for improvement.	Conducted annually. (Prepared during the first week of the next year).	QAAC	POs-KPIs Measurement and follow-up Dashboard ( <b>Error! Reference source not found.</b> ).
<b>EEP Operational Plan</b>	A detailed plan outlining the program's activities, resources, and timelines for a EEP to make it operational.	Developed annually. (Prepared during the first two weeks of the year)	QAAC	Operational Plan of the past year.
<b>EEP Operational Plan Achievement Report</b>	A report evaluating the progress and achievements of the program's operational plan.	Conducted at the end of each academic year.	QAAC	Operational Plan Evaluation and follow-up Dashboard ( <b>Error! Reference source not found.</b> ).
<b>EEP Improvement Plan</b>	A plan outlining actions to address identified areas for improvement in the program. The document includes all improvement priorities contained in all quality reports such that: KPIs, quality surveys, course reports, and the program annual report, operational plan, etc.	Developed annually. (Prepared during the first two weeks of the academic year)	QAAC	Improvement Plan of the past year.
<b>EEP Improvement Plan Achievement Report</b>	A report evaluating the progress and outcomes of the program's improvement plan.	Conducted at the end of each academic year.	QAAC	Improvement Plan Evaluation and follow-up Dashboard ( <b>Error! Reference source not found.</b> ).
<b>Annual Program Report</b>	It is a comprehensive document that provides a detailed overview of a program's activities, achievements, and challenges over the past year. It serves as a valuable tool for stakeholders, including faculty, students, administrators, and external reviewers, to understand the program's progress, effectiveness, and areas for improvement.	Conducted at the end of each academic year.	QAAC	NCAAA Annual Program Report Template

## Signature of the EE-QAAC President and Members (13/11/2023)

	Name	Signature
Committee President	Dr. Ali Hamdan Alenezi	
Members	Dr. Ezzeddine Salah Touti	
	Dr. Hady El-Said Abdel-Maksoud	
	Dr. Habib Abdallah Kraiem	
	Dr. Ahmed Mahmoud Agwa	
	Dr. Shaaban Mohamed Shaaban	
	Dr. Hafedh Mahmoud Zayani	